

State of Iowa

Governor's Statewide Employee Recognition Program (Golden Dome Awards)

Program Guidelines

■ Mission of The Golden Dome Awards

To provide an employee reward and recognition system that encourages employee excellence and dedication for use in conjunction with existing programs by all Executive Branch agencies of State Government.

■ Authority for The Golden Dome Awards

The Iowa Department of Personnel is authorized to develop and administer the Governor's Statewide Employee Recognition Program to meet the needs of the enterprise and to enhance recognition programs established by the agencies.

■ Structure and Billing for The Golden Dome Awards

- The recognition program encourages agencies to also consider employees performing less visible work for recognition for their contributions.
- There are six types of statewide recognition:
 - **Service Awards** will recognize employees for years of service with the State of Iowa at 5-year service intervals beginning the calendar year in which an employee completes 25 years of service.
 - **Employee of the Year and Leader of the Year Awards** will recognize employees for exemplary service to their respective agencies. State of Iowa employees will nominate those employees they feel are deserving of the award(s) and who meet the minimum requirements as established by the Governor and IDOP and/or their appointees.
 - **The Badge of Courage Awards** will recognize the accomplishments of employees who have risked personal health or well being or performed other acts of heroism to provide outstanding service to the citizens of Iowa in an area or areas not included in his/her normal job responsibilities, and employees who have sustained serious injury or death while following safe operating procedures in the line of duty.

- **The Lt. Governor's Employee Volunteer Awards** will recognize the contribution of employees who volunteer personal time or services to nonprofit or charitable organizations.
 - **The Team of the Year Awards** will recognize outstanding contributions of teams (supported by measurable results) in state government.
- Funding for the program is provided through billing of the agencies. Billing for each agency is determined by the number of FTEs within the agency.

■ Eligibility for The Golden Dome Awards

- Any permanent full-time or part-time employee of the Executive Branch (excluding regents) of government.
- IDOP may provide an annual opportunity for other branches or organizations within state government to begin participation in the program.
- Employee of the Year Recognition
 - All non-supervisory employees, contract-covered or non-contract-covered
- Leader of the Year Recognition
 - All employees who are classified as a supervisor, manager or other leadership position except department directors.
- Badge of Courage Award Recognition
 - Any State of Iowa employee, supervisory or non-supervisory, who has risked personal health or well being or performed other acts of heroism to provide outstanding service to the citizens of Iowa in an area or areas not included in his/her normal job responsibilities, and employees who have sustained serious injury or death while following safe operating procedures in the line of duty. .
- The Lt. Governor's Employee Volunteer Award Recognition
 - Any State of Iowa employee, supervisory or non-supervisory, who is or has been engaged in volunteer service to nonprofit or charitable organizations on their personal time.
- Team of the Year Recognition
 - Any formally recognized team whose performance has resulted in significant quantifiable (measurable) improvement in processes (effectiveness and/or efficiency), customer service, or reduction of costs.

■ Eligibility Period

- The eligibility period for all awards begins January 1st of each calendar year and ends December 31st of the calendar year. This eligibility period allows sufficient time for processing nominations.

■ Department Nomination and Selection Process

- Nomination for Golden Dome Awards
 - Nomination is not required for length-of-service award recipients.
 - The nomination period for all other award categories will begin January 15th (or first business day thereafter) and end on the last business day of February.
 - Candidates for Employee of the Year, Leader of the Year, Team of the Year, the Lt. Governor's Employee Volunteer Award, and the Badge of Courage Award may be nominated by any employee of the State of Iowa. However, employees may not nominate themselves for consideration except for recognition as a member of a recognized team.
 - To initiate an employee nomination: complete the appropriate nomination form, attach supporting documentation, and forward to the agency Employee Recognition Coordinator (ERC). The ERC will review the nomination for completeness. Incomplete nomination forms and/or supporting documentation will be returned to the nominator for correction.
 - There shall be no limit on the number of candidates nominated by employees for consideration by department leadership.
 - If the nomination is for an Executive Branch employee assigned to a department other than the department in which the nomination was received, the ERC for the nominating department will forward the nomination to the ERC of the employing department after the documentation has been reviewed for completeness.
- Selection of Golden Dome Award Recipients
 - Each State of Iowa Executive Branch agency will have a selection committee comprised of a cross-section of employees representing various levels of the agency. It is suggested that each agency's selection team consist of at least five employees and include the Director. Smaller agencies may choose to include fewer employees.
 - Department selections will be based on the specified criteria as stated in this procedure and verification of the information provided on the nomination form and supporting documentation.

- Each department selection committee will forward their selection(s) for the eligibility period ending December 31st of the previous year to IDOP by April 1st.
- All team nominations will be forwarded to the Employee Recognition Program Manager. Up to ten Teams of the Year will be selected by the Employee Recognition Committee from all department nominations received.
- The number of FTEs (full and part-time) authorized for each department will determine the number of Employee of the Year and Leader of the Year selections. (See Table 1, below)
- There shall be no limit to the number of Lt. Governor's Employee Volunteer Award and Badge of Courage Award selections.
- The Department of Personnel may review personnel records of the department selections to ensure there are no documented contradictions to the information provided in the nomination form or supporting documentation.
- The Governor may, at his/her sole discretion, review and/or consult others on any of the department selections.

TOTAL FTEs	EMPLOYEE OF THE YEAR SELECTION(S)	LEADER OF THE YEAR SELECTION(S)
1-500	up to 1	Up to 1
501-1000	up to 2	Up to 2
1001-1500	up to 3	Up to 3
1501-2000	up to 4	Up to 4
2001-2500	up to 5	Up to 5
2501-3000	up to 6	Up to 6
3001-3500	up to 7	Up to 7
3501-4000	up to 8	Up to 8
4001-4500	up to 9	Up to 9
4501-5000	up to 10	Up to 10
Above 5000	up to 11	Up to 11

Table 1

■ Funding for the Golden Dome Awards

- Each department is billed a prorated amount per number of FTEs. This establishes the fund for the Recognition Awards Ceremonies and the gifts provided to awardees.
- Billings will be completed by the end of the first quarter of each fiscal year.

■ Recognition Process/Award Ceremony

- It is the intent of the enterprise to:
 - Incorporate a formal recognition process that includes award ceremonies as one component of the recognition program;
 - Conduct Length-of-Service Award ceremonies in several locations throughout the state with practical considerations; and
 - Honor recipients of the Employee of the Year Awards, Leader of the Year Awards, Lt. Governor's Employee Volunteer Awards, Badge of Courage Awards and Team of the Year Awards with a ceremony at the Capitol.

■ Evaluation of the Award Program

- Full evaluation of the reward and recognition program shall take place within one year following implementation of the guidelines.
 - The Agency Employee Recognition Coordinators will discuss potential modifications to the program, as deemed appropriate to the purpose of the program.
- Recommendations for modification of the program will be documented and forwarded to the Iowa Department of Personnel Director.
- Approval of the recommended changes will be the responsibility of the Governor and/or his/her appointees and the Director of the Iowa Department of Personnel.
- Subsequent evaluations to determine the effectiveness of the Recognition Program will be conducted as deemed necessary.

■ Purchasing

- All purchases for the Reward and Recognition system will follow applicable Department of General Services and Department of Revenue and Finance procedures.

■ Required Agency Documentation/Records

- Each agency of the Executive Branch of government will complete a Department Plan for Employee Recognition form and submit to the Department of Personnel, detailing the program they intend to use throughout the year in conjunction with the statewide program.
- The submission form includes:
 - Training Activities
 - Recognition Activities
- Each agency will complete quarterly and annual reports of actual reward and recognition provided to their respective employees using the Department Plan for Employee Recognition Quarterly/Annual Report form. These records are subject to review by IDOP and/or the Governor upon request.
- Appropriate documentation to support awards shall be maintained by each department as a permanent record. Examples of such documentation may include: a copy of the award letter, a copy of the nomination form, and supporting documentation, agendas, programs, etc.

■ Data/Reports

- IDOP will maintain records for the statewide plan including:
 - Costs incurred for the program
 - Who received awards
 - Award types
 - Ceremony dates and locations
 - Agenda for awards ceremonies

Department/Agency Employee Recognition Coordinator (ERC) Responsibility List

Responsible for the department plan and for coordinating the department activities including:

- Serve as active member of the Enterprise Employee Reward/Recognition Committee.
- Provide quarterly and annual report of reward and recognition events to the Department Director.
- Filing the department's plan with the Iowa Department of Personnel.
 - The plan will be reviewed annually with the agency's Personnel Officer and adjusted as deemed necessary.
 - The revised plan will be submitted to the Employee Recognition Program Manager in the Iowa Department of Personnel.
- Provide Employee Recognition Program education to department leadership.
- Distribute Employee of the Year, Leader of the Year, Team of the Year, Lt. Governor's Employee Volunteer Award, and Badge of Courage Award nomination forms and selection criteria.
- Coordinate department nominations regarding Employee of the Year Awards, Leader of the Year Awards, Team of the Year Awards, Lt. Governor's Employee Volunteer Awards, and Badge of Courage Awards.
- Review and maintain all program documentation and information.
- Submit department selections to the Iowa Department of Personnel.
- Assist in coordination of dates and locations for employee pictures and collect photos of employees for the Employee Recognition Poster and/or Bio booklet.
- Attend program meetings.
- Assist with promotional activities for the program and program events.
- Review IDOP departmental listing of eligible employees for Length of Service Awards. Make necessary corrections and submit to the Iowa Department of Personnel Employee Recognition Program Manager.
- Distribute awards ceremony invitations to the eligible employees within their respective department.
- Distribute ceremony photos to the employees.
- Forward program improvement ideas/suggestions to the Program Manager.

Statewide Employee Recognition Program Manager Responsibility List

It is recommended the Employee Recognition Program Manager possess the following qualities:

- Good interpersonal skills
- Comfortable speaking before groups
- Well organized
- Detail oriented
- Adamant support of the principles of employee reward and recognition

The Manager must be committed to making the State of Iowa Governor's Reward/Recognition Program successful.

The Manager is responsible for coordinating the entire Recognition Program including:

- Coordinate with Agencies
 - Facilitate all activities regarding the Recognition Program, including subcommittee activities as necessary.
 - Communicate the goals, policies and procedures of the Recognition Program to all agencies; ensure that each agency is aware of the program.
 - Provide Employee Recognition Program training to all Agency Employee Recognition Coordinators (ERC).
 - Distribute nomination information and forms to agencies.
 - Ensure the program schedule and deadlines are met.
 - Bill agencies.
- Coordinate all statewide recognition ceremony sub-committees.
 - Coordinate with each Agency Recognition Coordinator: Employee of the Year Award, Leader of the Year Award, Team of the Year Award, Lt. Governor's Employee Volunteer Award, and Badge of Courage Award nominees.
 - Coordinate time frames with the Agency Employee Recognition Coordinators (ERC).
 - Ensure all department selections meet the established criteria for nomination.
 - Complete the necessary forms, paperwork, orders, and obtain signatures.

- Verify the accuracy of dates and names (to include spelling) of all department selections.
- Coordinate scheduling of locations for the ceremonies. Including but not limited to:
 - Schedule sub-committee meetings.
 - Coordinate with Governor's schedule and other individuals involved.
 - Arrange receptions.
- Coordinate setup and cleanup for the ceremonies.
- Distribute invitations.
- Maintain record of all nominees.
- Coordinate purchase and delivery of awards, certificates, and invitations.
 - Arrange for purchases bidding when necessary.
 - Coordinate purchase orders.
 - Arrange delivery of the awards and certificates and check accuracy of order completion and personalized information.
- Maintain documentation
 - Prepare and maintain budget.
 - Coordinate evaluation of the recognition program.
 - Maintain records of departmental recognition programs.

Employee of the Year Selection Criteria

To be considered for “Employee of the Year” an employee must be non-management/non-supervisory (contract-covered or non-contract-covered) and must be a permanent full-time or part-time employee of the Executive Branch of Iowa State Government.

To assist you, we have provided minimum criteria for use in selection of your department’s Employee(s) of the Year. You may opt to use additional criteria within your department. Any additional criteria used must be based on solid evidence of performance. In addition, criteria should be applied consistently from year to year.

The criteria are as follows:

1. The employee must have satisfactory or above satisfactory performance as documented in their most recent performance evaluation.
2. The employee must have made some special contribution to/for the organization during the eligibility period which may include:
 - a) The employee has completed a task or project of substantial importance to the department and/or state government as a whole.
 - b) The employee has continually extended self with coworkers and the public in a positive manner.
 - c) The employee has found ways to improve job functions or processes and implemented these.
 - d) The employee has continually met and/or exceeded established goals.

Please submit your department’s selection(s) using the appropriate form(s). Include a 2 to 3 sentence summary of why each employee was selected, a bio and a digital photo (via diskette or e-mail) of the **selected** employee(s). **Include examples of the employee’s contribution to/for the organization.**

Department selections must be submitted by April 1st of each calendar year to:

**Employee Recognition – Program Manager
Iowa Department of Personnel
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0150**

Leader of the Year Selection Criteria

To be considered for “Leader of the Year” an employee must be in a management or supervisory position (contract-covered or non-contract-covered) and must be a permanent full-time or part-time employee of the Executive Branch of Iowa State Government. Department Directors are not eligible for Leader of the Year recognition.

To assist you, we have provided minimum criteria for use in selection of your department’s Leader(s) of the Year. You may opt to use additional criteria within your department. Any additional criteria used must be based on solid evidence of performance. In addition, criteria should be applied consistently from year to year.

We encourage you to solicit employee participation in the nomination process.

The criteria include:

1. The Leader must have satisfactory or above satisfactory performance as documented in their most recent performance evaluation; and
2. The Leader must have demonstrated achievement in:
 - a) Effective management, or
 - b) Staff development, or
 - c) Improved personal and professional skills, or
 - d) Effective communication skills, or
 - e) Other areas (must be specified)

Please submit your department’s selection(s) using the appropriate form(s). Include a 2 to 3 sentence summary of why each leader was selected, a bio and a digital photo (via diskette or e-mail) of the selected employee(s). **Include examples of the employee’s contribution to/for the organization.**

Department selections must be submitted by April 1st of each calendar year to:

**Employee Recognition – Program Manager
Iowa Department of Personnel
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0150**

Team of the Year Selection Criteria

To be considered for “Team of the Year” at least one of the team members must be a permanent full-time or part-time employee (contract covered or non-contract - covered) of the Executive Branch of Iowa State Government.

There is no limit to the number of teams that may be nominated for a Team of the Year Award, nor is it required that a department have a nominee. The Employee Recognition Committee will select up to ten (10) teams from all department nominations for enterprise-level recognition.

To assist you, we have provided minimum criteria for use in selection of your department’s Team of the Year. You may opt to use additional criteria within your department. Any additional criteria used must be based on solid evidence of performance. In addition, criteria should be applied consistently from year to year.

We encourage you to solicit employee participation in the nomination process.

The criteria include:

1. The team must function in a manner that demonstrates the basic principles of teamwork.
2. The team must be able to show documented, measurable results supporting completion of a project or mission that:
 - a) Improved the effectiveness or efficiency of processes within the department or Iowa State Government, or
 - b) Reduced costs, or
 - c) Improved customer service, or
 - d) Assisted the department or Iowa State Government in meeting established goals.

Please submit your nomination(s) using the appropriate form. Include a brief summary of team results and a brief bio of the selected team including team member names and employing department(s). **Include examples of the team’s contribution to/for the organization.**

Nominations must be submitted by April 1st of each calendar year to:

**Employee Recognition – Program Manager
Iowa Department of Personnel
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0150**

Badge of Courage Award Selection Criteria

To be considered for a Badge of Courage Award a nominee must be a permanent full-time or part-time employee (contract covered or non-contract -covered) of the Executive Branch of Iowa State Government.

The Badge of Courage Award is an optional award. It is designed to provide departments with a mechanism for honoring employees who meet the criteria stated below. There is no limit to the number of employees who may be nominated and/or selected for a Badge of Courage Award, nor is it required that a department have a nominee.

To assist you, we have provided minimum criteria for use in selection of your department's Badge of Courage Award recipient(s). You may opt to use additional criteria within your department. Any additional criteria used must be based on solid evidence of performance. In addition, criteria should be applied consistently from year-to-year.

We encourage you to solicit employee participation in the nomination process.

The criteria include:

1. The employee has risked personal health or well being or performed other acts of heroism to provide outstanding service to the citizens of Iowa in an area or areas not included in his/her normal job responsibilities, or
2. The employee has sustained serious injury or death while following safe operating procedures in the line of duty.

Please submit your selection(s) using the appropriate form. Include a 2 to 3 sentence summary of why each employee was nominated and selected, a brief bio and a digital photo (via diskette or e-mail) of the **selected** employee(s). Include details of the employee's contribution.

Department selections must be submitted by April 1st of each calendar year to:

**Employee Recognition – Program Manager
Iowa Department of Personnel
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0150**

The Lt. Governor's Employee Volunteer Award

Selection Criteria

To be considered for a “Lt. Governor’s Employee Volunteer Award” a nominee must be a permanent full-time or part-time employee (contract covered or non-contract covered) of the Executive Branch of Iowa State Government.

The “Lt. Governor’s Employee Volunteer Award” is an optional award. It is designed to provide departments with a mechanism for honoring employees, groups or teams who meet the criteria stated below. There is no limit to the number of employees who may be nominated and/or selected for this award, nor is it required that a department have a nominee.

To assist you, we have provided minimum criteria for use in selection of your department’s “Lt. Governor’s Employee Volunteer Award” recipient(s). You may opt to use additional criteria within your department. Any additional criteria used should be applied consistently from year-to-year.

We encourage you to solicit employee and/or community participation in the nomination process.

The criteria include :

The employee invests personal time in assisting a nonprofit or charitable organization or organizations for which the employee holds no legal interest, duty or authority. If the employee’s activities involve(d) creating opportunities for recruitment or mobilization of other volunteers, please include details.

2. The employee’s volunteer service and activities address a need in the community - i.e. public safety, human services, social issues, preservation and protection of the environment, educational or cultural opportunities, etc...
3. The employee’s volunteer service must be “hands-on” and ongoing or be a one-time activity requiring extensive planning and effort on the part of the employee. The exception being outstanding service for short-term crisis situations or a project of major importance to the community.
4. The employee has not received this award for his/her service to the same organization within the last five (5) years.

Please submit your selection(s) using the appropriate form. Include a 2 to 3 sentence summary detailing why each employee was selected, a maximum of five pages of

supporting documentation (i.e. letters, testimonials, news clippings, etc...), a brief bio and a digital photo (via diskette or e-mail) for each selected employee.

Department selections must be submitted by April 1st of each calendar year to:

**Employee Recognition – Program Manager
Iowa Department of Personnel
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0150**